

## EPA Official Record

**Mail ID:** 61bb14e4d83d4aad85c40409b16f7b59

**From:** Aoyama, Joyce

**To:** Livingston, John

**Delivered Date:** 09/16/2014 08:04 PM EDT

**Subject:** RE: Electronic copies of fact sheets older than FY 2009

**Attachment:** OWW-WU Worksheet for E R A submissions.docx [21 KB]

Hi John,

I have been thinking about your records and trying to come up with a good answer for you. It just happens that a finalized schedule just came out on Friday, [EPA 1022 – Public Affairs](#). For the most part, it seems like you have 1022a records.

The other factor is Litigation Hold for any site on the [list for R10](#). We can send the electronic files that are at least 5 years old to the National Archives, but we would have to keep an electronic copy here until it has safely transferred (this could take some time). I will attach a sample form to fill out for the records. You would need to replace the blue with your information. Please let me know if you have questions or need assistance. Thanks!

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CRC-163  
(206) 553-2595 voice; (206) 553-0714 fax

**From:** Livingston, John

**Sent:** Tuesday, September 02, 2014 2:28 PM

**To:** Aoyama, Joyce

**Subject:** Electronic copies of fact sheets older than FY 2009

Hi, Joyce

We keep final copies of the PDFs and desktop publishing files for our fact sheets, postcards, and other publications on the Baker shared drive — for up to five years and beyond.

Am wondering if we can purge the files for FY 2007 and 2008. Don't have too many 2007, but we have a lot of 2008. I just made a DVD with all of the files older than FY 2009 this morning.

Paths are

G:\Baker\Ecosystems \_Tribal\_ & \_Public\_ Affairs\CEEH\_Unit\Publications\Fact  
Sheets\_Site\_Updates\2007-2008\_Fiscal\_FS;  
G:\Baker\Ecosystems \_Tribal\_ & \_Public\_ Affairs\CEEH\_Unit\Publications\Basin  
Bulletins\FY\_2009\_and\_Earlier (Bunker Hill)  
G:\Baker\Ecosystems \_Tribal\_ & \_Public\_ Affairs\CEEH\_Unit\Publications\Postcards\_and\_Fliers\FY\_2007\_2008  
G:\Baker\Ecosystems \_Tribal\_ & \_Public\_ Affairs\CEEH\_Unit\Publications\Tribal  
Newsletter\2008 Tribal\_Newsletters  
G:\Baker\Ecosystems \_Tribal\_ & \_Public\_ Affairs\CEEH\_Unit\Publications\Tribal  
Newsletter\2007\_Tribal Newsletters

*Thank you*  
*John Livingston,*  
*Publications Design Specialist*  
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